

# COMPENSATION BOARD DOCKET #08/05

## November 14, 2007

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

| <u>LOCALITY</u>   | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>                                       |
|-------------------|---------------------|--|-------------------|--|
| CITY OF LYNCHBURG | CIRCUIT COURT CLERK | 10-26-07 Letter to Frank Drew, Chairman, Compensation Board, from Larry B. Palmer, City of Lynchburg Circuit Court Clerk, thanking the Board for their kind letter to him regarding his service as President of the Virginia Court Clerks' Association. Also, Mr. Palmer thanked Robyn M. de Socio, Executive Secretary, and the entire staff of the Compensation Board for their outstanding support and professional efforts throughout his tenure as President. | N/A               | The Compensation Board wishes to thank the Clerk for his kind remarks. |

### 307-08-05: SHERIFFS & REGIONAL JAILS

#### NEW BUSINESS:

| <u>LOCALITY</u>         | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u>               | <u>COMPENSATION BOARD ACTION</u>   |
|-------------------------|----------------|--|---------------------------------|--|
| RIVERSIDE REGIONAL JAIL | SUPERINTENDENT | <p>09-18-07 This office requests funding for an additional 30 sworn officers as a result of a Department of Corrections (DOC) staffing study completed in 2006.</p> <p>A staffing study was requested by the Superintendent on 06-15-04 and this request was noted on the docket dated 06-23-04. (Staff notes that it followed up with DOC regarding the study after not receiving results in June 2006, and ultimately received a report on the study on February 28, 2007 from DOC.)</p> <p>Although the DOC study recommended an additional 30 sworn officers, it did so based upon a total staffing recommendation of 241 sworn positions, and erroneous staffing data from the jail indicating that not all positions provided by the Compensation Board are being utilized as allocated. The Compensation Board currently provides 241 sworn positions at the jail, as recommended by the recent study conducted by DOC.</p> | \$951,794<br>(FY08 annual cost) | <p>The Compensation Board did not approve this request. The Compensation Board is currently funding a total of 241 sworn jail officer positions, as recommended in the 2007 jail staffing study conducted by the DOC.</p> <p>No additional positions or funding are available for allocation to jail facilities by the Compensation Board.</p> |

## 307-08-05: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>             | <u>OFFICER</u>                | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------------------|-------------------------------|---|-------------------|---|
| RIVERSIDE REGIONAL JAIL     | SUPERINTENDENT                | <p>09-18-07 Officer is requesting funding for 34 additional positions to staff the addition to the Pre-Release Center at Riverside Regional Jail. The existing Pre-Release Center is currently under construction to add 180 beds with a scheduled move-in date of January 2, 2008.</p> <p>Officer is requesting funding for 34 additional positions (29 sworn and 5 civilian) for the Pre-Release Center.</p> <p>Staff notes that information received in July 2007 from the DOC, and in the officer's FY08 budget request, indicated an opening date for the new facility in FY09, and positions and funding are not currently available for the expansion of the Riverside Regional Jail facility in the FY08 appropriation.</p>   | \$447,507         | <p>Compensation Board deferred action on this request until the April 2008 meeting.</p> <p>The Compensation Board is not able to take action to approve the request for funding at this time, as positions and funding are not currently budgeted for this facility expansion. The Compensation Board notes that it has notified the Department of Planning and Budget of the need for funding and positions for the expansion in the current fiscal year, and will reconsider this request after adjournment of the reconvened session of the 2008 General Assembly, currently anticipated in April 2008, after it is determined whether positions and funding are approved as a caboose action for the FY08 budget.</p> |
| MASTER DEPUTY AUDIT PROGRAM | MASTER DEPUTY AUDIT COMMITTEE | <p>10-04-07 The Master Deputy Audit Committee reports the results of the Master Deputy Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Carroll County Sheriff's Office</li> <li>• Gloucester County Sheriff's Office</li> <li>• Grayson County Sheriff's Office</li> <li>• Nottoway County Sheriff's Office</li> <li>• Southampton County Sheriff's Office</li> <li>• Pamunkey Regional Jail</li> </ul> <p>The following offices pass the audit, but with suggestions for improvement:</p> <ul style="list-style-type: none"> <li>• Northampton County Sheriff's Office</li> <li>• Rockingham County Sheriff's Office</li> <li>• Prince William Manassas Regional Jail</li> </ul> <p>The following offices did not meet the necessary requirements and recommend the deputies/jail officers be removed from the Master Deputy Program immediately:</p> <ul style="list-style-type: none"> <li>• Henrico County Sheriff's Office</li> <li>• Albemarle-Charlottesville Regional Jail</li> <li>• Riverside Regional Jail</li> </ul> | N/A               | <p>Compensation Board approved the recommendations of the Master Deputy Audit Committee as submitted, to include the removal of three individuals from the program in Henrico County, Albemarle/Charlottesville Regional Jail and Riverside Regional Jail.</p> <p>Staff is directed to seek follow-up documentation from offices with suggestions for improvement and to provide information to offices not meeting necessary requirements regarding problems.</p>  |

## 307-08-05: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------|---|-------------------|---|
| RICHMOND CITY   | SHERIFF        | 10-05-07 Officer is requesting to enter internal salary adjustments that were approved by the Sheriff on 9-13-07 before the restrictions for use of turnover funds were put in place by the Compensation Board at the Board meeting on 9-19-07. Officer was unable to enter these adjustments into COIN before that time and now COIN will no longer allow the changes. | \$7,111           | Approved as an exception to policy, based upon the specific conditions stated by the officer. |

| FIPS | OFFICE | LOCALITY NAME | REQUEST DATE | FROM CATEGORY | TO CATEGORY     | AMOUNT AVAILABLE | BUDGET SALARY    | AMOUNT REQUESTED | PRORATED AMOUNT |
|------|--------|---------------|--------------|---------------|-----------------|------------------|------------------|------------------|-----------------|
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00075 | \$33,172         | \$40,518         | \$2,026          | \$1,688         |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00096 | \$31,146         | \$38,954         | \$1,948          | \$1,623         |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00215 | \$29,198         | \$32,974         | \$3,297          | \$2,679         |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00343 | \$25,901         | \$30,343         | \$759            | \$633           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00366 | \$25,142         | \$23,430         | \$586            | \$488           |
|      |        | <b>TOTALS</b> |              |               |                 |                  | <b>\$166,219</b> | <b>\$8,616</b>   | <b>\$7,111</b>  |

|               |         |   |         |  |
|---------------|---------|---|---------|--|
| RICHMOND CITY | SHERIFF | 10-05-07 Officer is requesting to enter internal salary adjustments that were approved by the Sheriff on 9-24-07, 10-1-07, 10-2-07 and 10-4-07; after the restrictions for use of turnover funds were put in place by the Compensation Board at the Board meeting on 9-19-07. | \$9,131 | This request was not approved. As indicated by the Compensation Board at its September 19, 2007 meeting and confirmed at its October 3, 2007 meeting, the use of turnover funds for internal salary adjustments will no longer be allowed for the remainder of FY08. |
|---------------|---------|---|---------|--|

| FIPS | OFFICE | LOCALITY NAME | REQUEST DATE | FROM CATEGORY | TO CATEGORY     | AMOUNT AVAILABLE | BUDGET SALARY    | AMOUNT REQUESTED | PRORATED AMOUNT |
|------|--------|---------------|--------------|---------------|-----------------|------------------|------------------|------------------|-----------------|
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00025 | \$25,142         | \$31,150         | \$779            | \$601           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00028 | \$24,363         | \$32,644         | \$3,264          | \$2,389         |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00108 | \$21,099         | \$29,676         | \$742            | \$572           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00154 | \$20,357         | \$30,343         | \$759            | \$585           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00255 | \$19,598         | \$29,676         | \$742            | \$572           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00265 | \$18,856         | \$29,675         | \$742            | \$572           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00269 | \$18,114         | \$44,292         | \$2,215          | \$1,621         |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00310 | \$15,899         | \$30,343         | \$759            | \$585           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00321 | \$15,140         | \$29,675         | \$742            | \$572           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00367 | \$14,398         | \$17,785         | \$445            | \$343           |
| 760  | 307    | Richmond City | 10/05/07     | Turnover      | Position #00392 | \$13,953         | \$18,674         | \$934            | \$720           |
|      |        | <b>TOTALS</b> |              |               |                 |                  | <b>\$323,933</b> | <b>\$12,123</b>  | <b>\$9,131</b>  |

## 307-08-05: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------|--|-------------------|---|
| WISE COUNTY     | SHERIFF        | 10-10-07 Officer is requesting to enter internal salary adjustments that were promised by the Sheriff in July before the restrictions for use of turnover funds were put in place by the Compensation Board at the Board meeting on 9-19-07. This turnover money became available effective 9-16-07 and Officer is requesting to make the changes effective 10-1-07. | \$2,432           | Approved as an exception to policy, based upon the specific conditions stated by the officer. |

| FIPS | OFFICE | LOCALITY NAME | REQUEST DATE | FROM CATEGORY | TO CATEGORY     | AMOUNT AVAILABLE | BUDGET SALARY   | AMOUNT REQUESTED | PRORATED AMOUNT |
|------|--------|---------------|--------------|---------------|-----------------|------------------|-----------------|------------------|-----------------|
| 195  | 307    | Wise County   | 10/10/07     | Turnover      | Position #00029 | \$10,298         | \$32,434        | \$1,621          | \$1,216         |
| 195  | 307    | Wise County   | 10/10/07     | Turnover      | Position #00070 | \$8,677          | \$32,434        | \$1,621          | \$1,216         |
|      |        | <b>TOTALS</b> |              |               |                 |                  | <b>\$64,868</b> | <b>\$3,242</b>   | <b>\$2,432</b>  |

|                |         |   |     |   |
|----------------|---------|---|-----|---|
| HENRICO COUNTY | SHERIFF | 11-07-07 The following locality is requesting One Time Fund Transfers from Active Duty Vacancy Savings: | -0- | Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. |
|----------------|---------|---|-----|---|

| FIPS | OFFICE | LOCALITY NAME  | REQUEST DATE | FROM CATEGORY               | TO CATEGORY | AMOUNT AVAILABLE   | AMOUNT REQUESTED   |
|------|--------|----------------|--------------|-----------------------------|-------------|--------------------|--------------------|
| 087  | 307    | Henrico County | 11/07/07     | Active Duty Vacancy Savings | Temporary   | \$11,593.16        | \$11,593.16        |
|      |        | <b>TOTALS</b>  |              |                             |             | <b>\$11,593.16</b> | <b>\$11,593.16</b> |

## 307-08-05: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u>                   | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|--|----------------------------------|---|-------------------|---|
| CAROLINE COUNTY<br>CARROLL COUNTY<br>TAZEWELL COUNTY<br>CITY OF RICHMOND | CERTIFICATION AUDIT<br>COMMITTEE | <p>10-31-07 Staff presents the results of the Compensation Board Certification Audits for:</p> <ul style="list-style-type: none"> <li>• Caroline County</li> <li>• Carroll County</li> <li>• Tazewell County</li> <li>• City of Richmond</li> </ul> <p>With all four offices being recommended for Certification by the respective Audit Committees, staff recommends that the Sheriffs in Caroline, Carroll, and Tazewell be authorized to request maintaining a 6.2% salary increase for FY09 when submitting their budgets in January 2008. Staff recommends that the Sheriff in Richmond City be authorized to request a 6.2% salary increase for FY09 when submitting his budget in January 2008.</p> <p>The Compensation Board may wish to thank the Compensation Board Audit Team Members:</p> <ul style="list-style-type: none"> <li>• Chief Deputy Joe McLaughlin, New Kent County Sheriff's Office</li> <li>• Major Frank Home, Danville City Sheriff's Office</li> <li>• Captain Tim O'Leary, Stafford County Sheriff's Office</li> <li>• Sergeant Shannon Williamson, Arlington County Sheriff's Office</li> <li>• Mr. Oliver Bradshaw, Compensation Board</li> <li>• Mr. Rick Burkett, Compensation Board</li> </ul> | -0-               | <p>Approved.</p> <p>The Compensation Board thanks each member of the Audit Team for their time and assistance in completing the Certification Audits.</p> |

## 717-08-05: DIRECTORS OF FINANCE

NONE.

## 771-08-05: COMMISSIONERS OF THE REVENUE

NONE.

## 772-08-05: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>          | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-------------------------|---|-------------------|---|
| WARREN COUNTY   | COMMONWEALTH'S ATTORNEY | 10-04-07 Substitute Prosecutor requests an exception to the 60-day reimbursement policy. It was an oversight by this prosecutor to not submit the reimbursement within 60 days and the prosecutor kept the case open to continue work on it until the beginning of October. | \$106.92          | Approved as an exception to policy, based upon the specific conditions stated by the officer. |

| Prosecutor   | Expenses From - To  | Defendant    | Total           | Note         |
|--------------|---------------------|--------------|-----------------|--------------|
| Brian Madden | 04-01-06 / 04-01-06 | Brian LaTuga | \$42.90         | Prior Year   |
| Brian Madden | 07-09-07 / 07-09-07 | Brian LaTuga | \$64.02         | Current Year |
|              |                     | <b>Total</b> | <b>\$106.92</b> |              |

|                          |   |  |     |   |
|--------------------------|---|--|-----|---|
| CAREER PROSECUTOR AUDITS | VIRGINIA ASSOCIATION OF COMMONWEALTH'S ATTORNEYS (VACA) CAREER PROSECUTOR AUDIT COMMITTEE | 10-10-07 VACA Career Prosecutor Audit Committee reports that eleven (11) Career Prosecutors from eight (8) localities were audited and no audit findings were noted by the committee members and the Committee made no recommendations for amendments to the Career Prosecutor Program. Localities audited were Campbell, Chesterfield, Page, Prince Edward, York, Norfolk and Virginia Beach. | -0- | Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance. |
|--------------------------|---|--|-----|---|

## 773-08-05: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|---------------------|--|-------------------|---|
| PULASKI COUNTY  | CIRCUIT COURT CLERK | 10-03-07 Officer requests to transfer Temporary Funds into Permanent Salaries to fund Internal Salary Adjustment (position 5), Promotion (position 7) and a New Hire (position 8). The salaries requested are within 10% and 15% of the current and previous salaries. | -0-               | The Compensation Board approved a transfer of \$2,544 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years. |

| FIPS | OFFICE | LOCALITY       | REQUEST DATE | FROM POSITION | TO CATEGORY        | AMOUNT AVAILABLE | AMOUNT REQUESTED  | PRORATED AMOUNT   |
|------|--------|----------------|--------------|---------------|--------------------|------------------|-------------------|-------------------|
| 155  | 773    | Pulaski County | 10/03/07     | Temporary     | Permanent Salaries | \$22,164.00      | \$2,544.00        | \$1,908.00        |
|      |        | <b>TOTALS</b>  |              |               |                    |                  | <b>\$2,544.00</b> | <b>\$1,908.00</b> |

## 773-08-05: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>    | <u>OFFICER</u>      | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|--------------------|---------------------|---|-------------------|---|
| CITY OF DANVILLE   | CIRCUIT COURT CLERK | 10-04-07 Officer requests an exception to the 90-day hiring delay to fill position # 9 effective October 4, 2007. Officer states that without prior knowledge of the 90-day hiring delay, the new employee was offered the position and resigned from her previous employer prior to the end of September, for a hire date of October 4 in his office. The employee's hire date was one day after implementation of the current restriction on filling vacant positions but before notification of the delay policy was received. Officer also notes that position #9 had been vacant since February 1, 2007 and was recently filled for only three weeks in September before being vacated again at the end of September. Officer also states that the salary of position # 9 was reduced with the FY04 budget reductions to \$5,838 annually, and any saving generated from the current budgeted salary would be minimal. | \$1,459.50        | The Compensation Board approved this request as an exception to policy, based upon the specific conditions stated by the officer, including that the offer had been accepted and resignation from previous employer submitted prior to notification of the hiring delay requirements.   |
| LOUISA COUNTY      | CIRCUIT COURT CLERK | 10-05-07 Officer requests TTF \$4 funds for back-file redaction in the amount of \$26,518 (815,939 images) and day-forward redaction in the amount of \$2,979 (91,667 images) for a total of \$29,497. The vendor, Cott, quoted 3.25 cents per image. The day-forward redaction request is for OCR software only. The Clerk will perform the manual review of flagged images.   | \$29,497          | Approved.   |
| SOUTHAMPTON COUNTY | CIRCUIT COURT CLERK | 10-26-07 Officer is submitting an upward role change for position #4 DCIV-PB7 @ \$39,627 to CDCI-PB8 @ \$42,363. Annual cost to increase is \$2,736. Officer requests to transfer Base Office Expense funds @ \$2,104 to fund upward role change. Officer will reduce the salary of position #6 DCII @ \$29,018 to \$28,386 (minimum @ \$27,271) to generate Turnover Funds @ \$632 to fund the balance of the cost. (\$2,104 + \$632 = \$2,736)  | -0-               | The Compensation Board approved a transfer of \$2,104 from base office expense to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years. |

## 773-08-05: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>                           | <u>OFFICER</u>                        | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|---|---------------------------------------|---|-------------------|---|
| VIRGINIA COURT CLERKS' ASSOCIATION (VCCA) | TECHNOLOGY TRUST FUND (TTF) COMMITTEE | <p>10-24-07 The VCCA TTF Committee met with Compensation Board staff on October 24, 2007 to discuss priorities for the use of the remaining \$1 Fund balance for FY08 (approximately \$915K as of 11/14/07). The Committee recommended the following:</p> <ul style="list-style-type: none"><li>• Redaction of social security numbers and SRA as first priority;</li><li>• Reconsideration of the threshold set by the Board for consideration of \$1 requests as FY07 \$4 collections over \$100,000: Each request to be reviewed on a case-by-case basis for consistency with Code requirements and Compensation Board policy before decision is made to approve/not approve such request; and</li><li>• Use of remaining FY08 \$1 Fund balances be made available in January 2008 to all Clerks, to include opportunity for newly elected Clerks to begin and/or complete TTF related projects.</li></ul> | N/A               | <p>The Compensation Board approved the following priorities for use of the remaining FY08 TTF \$1 Fund balance:</p> <ol style="list-style-type: none"><li>1) Clerks who have not provided secure remote access (SRA) to land records and do not have sufficient \$4 funds to do so (provided they certify intent to providing SRA by July 1, 2008);</li><li>2) Clerks who are providing SRA to land records but do not have sufficient TTF resources to maintain SRA or fund SRA-related activities (i.e., enhancements, equipment upgrades and/or maintenance); and</li><li>3) Redaction of social security numbers from land records (provided the Clerk certifies to providing/continuing to provide SRA by July 1, 2008).</li></ol> <p>The Compensation Board will consider all requests for \$1 funds on a case-by-case basis for consistency with Code requirements and the priorities identified above, regardless of historical fund collections. However, if funds are not sufficient to address all requests that are in line with identified priorities, the Board may establish criteria to prioritize the allocation of remaining funds.</p> <p>Requests for \$1 TTF funds will only be considered when the Clerk has fully utilized their \$4 available balance, and where no \$4 request was made for automation and technology improvements in his office that are not related to land records (Purpose Code F).</p> <p>The Compensation Board will announce the opening for \$1 Fund requests in January 2008 in accordance with approved guidelines.</p> <p>Upon request, the Compensation Board will revisit the priorities with the VCCA TTF Committee.</p> |



## 773-08-05: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>   | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u>            | <u>COMPENSATION BOARD ACTION</u>   |
|-------------------|---------------------|--|------------------------------|--|
| PORTSMOUTH CITY   | CIRCUIT COURT CLERK | <p>10-29-07 Officer requests reconsideration for funding from the TTF \$1 Fund (Services) for back-file redaction in the amount of \$82,711 (2,067,766 images). The Clerk previously requested all of their \$4 available balance of \$147,040. The vendor, Supreme Court of Virginia, quoted 4 cents per image.</p> <p>Note: This is a re-submission of a request made in September 2007 that was not approved by the Board. At that time the Board did not approve any \$1 Fund requests from Clerks that had FY07 \$4 TTF collections of \$100,000 or more. On October 24, 2007 Compensation Board staff and the Virginia Court Clerk's Association (VCCA) TTF Committee met to discuss priorities for the use of remaining \$1 funds for FY08. As a result of this meeting, the Virginia Court Clerks' Association and the Clerk are requesting reconsideration of this request in accordance with priorities recommended by the VCCA TTF Committee and presented by Compensation Board staff for Board consideration.</p> | \$82,711                     | Approved in accordance with FY08 priorities established for the use of \$1 fund balances.  |
| BUCKINGHAM COUNTY | CIRCUIT COURT CLERK | <p>11-05-07 Officer requests an exception to the 90-day hiring delay to fill position #2 effective January 1, 2008 with a locality-funded employee. Officer states that of his three (3) employees, his Chief Deputy, position #2 DCIII @ \$41,728 will retire effective December 31, 2007; employee in position #3 will be in and out with a family terminal illness and position #4 remains vacant due to reduction of salary in FY04 budget reduction.</p> <p>Staff notes that the annual salary of position 4 has been transferred to temporary funds and contributes toward the cost of funding two locality-funded deputy clerk positions.</p> <p>Officer also requests an exception to transfer the remaining six (6) months of the December salary increase of vacant/transferred position #4 @ \$234 to Temporary Funds. Transferring the annual vacant funds of this position @ \$5,849 was approved on the July 2007 docket for FY08.</p>   | <p>\$10,432</p> <p>\$234</p> | <p>The Compensation Board did not approve this request to fill the vacant position #2 with a locality-funded employee effective January 1 as exception to the 90-day vacancy policy.</p> <p>The Compensation Board approved, as an exception to policy, transfer of the full amount of remaining funds in the budget reduced position #4 after December 1, in accordance with its prior approval to transfer the full salary of the position for the year.</p> |

## 773-08-05: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>    | <u>OFFICER</u>      | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|--------------------|---------------------|---|-------------------|---|
| SUFFOLK CITY       | CIRCUIT COURT CLERK | <p>11-06-07 Officer requests reconsideration for funding from the TTF \$1 Fund (Services) in the amount of \$74,000. The request consists of \$33,000 for a web-hosting fee, \$29,000 for a wills/fiduciary module to the land records system, and \$12,000 for day-forward redaction services (300,000 images). The Clerk previously requested all of their \$4 available balance of \$120,968. For redaction, AmCad quoted 4 cents per image for OCR software and one manual review on every image to be performed by the vendor.</p> <p>Note: This is a re-submission of a request made in September 2007 that was not approved by the Board. At that time the Board did not approve any \$1 Fund requests from Clerks that had FY07 \$4 TTF collections of \$100,000 or more. On October 24, 2007 Compensation Board staff and the Virginia Court Clerk's Association (VCCA) TTF Committee met to discuss priorities for the use of remaining \$1 funds for FY08. As a result of this meeting, the Virginia Court Clerks' Association and the Clerk are requesting reconsideration of this request in accordance with priorities recommended by the VCCA TTF Committee and presented by Compensation Board staff for Board consideration.</p> | \$74,000          | Approved in accordance with FY08 priorities established for the use of \$1 fund balances. |
| GREENSVILLE COUNTY | CIRCUIT COURT CLERK | 11-06-07 Officer requests a mid-year allocation of TTF \$4 and \$1 Fund (Services) for the purchase of equipment, software and licensing in the amount of \$37,647 (\$4 Available Balance) and \$215 (\$1 Fund) for a total of \$37,862. The vendor for these services is the Supreme Court of Virginia.  | \$37,862          | Approved.   |

## 774-08-05: TREASURERS

### NEW BUSINESS:

| <u>LOCALITY</u>    | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|--------------------|----------------|---|-------------------|---|
| SCOTT COUNTY       | TREASURER      | 10-11-07 On January 1 <sup>st</sup> , the officer and deputies in position 00002 and position 00004 will be retiring. This office has two other positions, position 00005 which is vacant with a budgeted salary of \$0 due to budget reductions, and position 00001, DIV, the chief deputy position. As this office only has four funded positions, three of which will be vacated on January 1, the officer asks for an exception to the 90-day vacancy rule so that the new Treasurer may hire for positions 00002 and 00004.  | \$14,259          | The Compensation Board approved an exception to the 90-day vacancy rule for <u>one</u> of the two positions (position 00002 <u>or</u> position 00004) based upon specific conditions stated by the officer.   |
| CITY OF PETERSBURG | TREASURER      | 10-18-07 Officer requests an exception to the 90-day vacancy rule and the restriction on the use of accrued vacancy savings so that she may use funds from position 00004, which became vacant on 10-17-07, to hire two part-time employees. Position 00004 is budgeted at \$22,579.  | \$5,644.74        | The Compensation Board approved, as an exception to policy, the dividing of the salary of position 4 among both positions 3 and 4. The Compensation Board <u>did not</u> approve an exception to the 90-day vacancy rule, and notes that the filling of positions 3 and 4 may take place after 90-days from 10/17/07. |
|                    |                | Officer requests an exception to policy to transfer the <u>base</u> budget amount of \$22,579 from position 00004 to Temporary Funds.   | \$15,871          |   |
|                    |                | or<br><br>Staff notes that office currently has 5 deputy Treasurer positions; one is currently vacant and budgeted at \$1 due to budget reductions (position 00003). As an alternative to a base transfer of the funds from position 00004 to temporary funds, Officer requests to equally divide the salary amount of \$22,579 between positions 00003 and 00004, hiring a part-time person into each position, thus redistributing the original FY04 budget reduction amongst two positions, instead of fully reducing the salary of one position. Officer states she is already short staffed due to losing the salary of a full-time position during the previous budget reduction. She is proposing a permanent part-time or "Job Share" position as a solution. | -0-               |   |

## OTHER MATTERS

### NEW BUSINESS:

|    | <u>LOCALITY</u>   | <u>OFFICER</u>     | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----|---|--------------------|---|-------------------|----------------------------------|
| 1. | MEETING MINUTES   | COMPENSATION BOARD | Staff presents minutes for approval as follows: Docket #08/04.  | N/A               | Approved.                        |
| 2. | TRAINING STATUS REPORT  | COMPENSATION BOARD | Staff presents Training Status Report. (no updates since the October meeting)   | N/A               | N/A                              |
| 3. | MONTHLY ACTIVITY REPORT<br>– LIDS JAIL AUDITS & JAIL<br>COST REPORT REVIEWS                         | COMPENSATION BOARD | Staff presents monthly activity report for Local Inmate Data System (LIDS) Jail Audits and Jail Cost Report Reviews.  | N/A               | Noted.                           |
| 4. | ANNUAL LIDS AUDIT STATUS<br>REPORT  | COMPENSATION BOARD | Staff presents annual LIDS audit status report.   | N/A               | Noted.                           |
| 5. | COMPENSATION BOARD<br>MEETINGS  | COMPENSATION BOARD | Confirmation of upcoming Board meetings: Wednesday, December 19, 2007 at 11:00 a.m. and Wednesday, January 16, 2008 at 12:00 p.m.<br><br>*Legislative meeting with Association Presidents is scheduled for Tuesday, January 8, 2008 at 2:00 p.m.  | N/A               | Approved.                        |
| 6. | INVITE ASSOCIATION<br>PRESIDENTS TO JANUARY<br>2008 LEGISLATIVE MEETING                             | COMPENSATION BOARD | Staff presents memo for approval inviting Association Presidents to special legislative meeting with the Board on Tuesday, January 8, 2008 at 2:00 p.m.   | N/A               | Approved.                        |
| 7. | MANAGING JAIL RISK<br>CONFERENCE  | COMPENSATION BOARD | The Managing Jail Risk Conference was held October 10-11, 2007 at the Ramada Inn and Conference Center in Lynchburg. Sixty attended.  | N/A               | Noted.                           |
| 8. | NEW OFFICER TRAINING  | COMPENSATION BOARD | New Officer Training is scheduled for December 10-13, 2007 at the Holiday Inn Select-Koger in Richmond. 96 newly elected officers were invited.   | N/A               | Noted.                           |
| 9. | 90-DAY VACANCY POLICY<br>EXCEPTION FOR CLERKS,<br>TREASURERS AND<br>COMMISSIONERS OF THE<br>REVENUE | COMPENSATION BOARD | Staff recommends an exception be granted to the 90-day restriction on the filling of a vacant position in the offices of Clerks, Treasurers or Commissioners of the Revenue in the event the vacancy/separation occurs in the position due to the election of the incumbent of that position as the Constitutional Officer. | N/A               | Approved.                        |

# OTHER MATTERS

## NEW BUSINESS:

|     | <u>LOCALITY</u>            | <u>OFFICER</u>                                 | <u>REQUEST</u>  | <u>TOTAL COST</u>  | <u>COMPENSATION BOARD ACTION</u>   |
|-----|----------------------------|--|---|--|--|
| 10. | JAIL COST REPORT           | COMPENSATION BOARD                             | Staff presents final FY2006 Jail Cost Report to the Board for their information.  | N/A  | Confirmation.  |
| 11. | FINES AND FEES REPORT      | COMPENSATION BOARD                             | Staff presents exposure draft of FY07 Fines and Fees Report.  | N/A  | Approved as an exposure draft. The staff will notify the Board of any comments received and present the final report at the December 19, 2007 meeting. |
| 12. | FY07 TTF PROGRESS REPORT   | COMPENSATION BOARD AND<br>CIRCUIT COURT CLERKS | Staff presents the FY07 annual progress of Circuit Court Clerks toward the goal of statewide secure remote access to land records set out in § 17.1-279, Code of Virginia. Annual report includes FY07 TTF financial data, progress survey; secure remote access certification, status of redaction of social security numbers, and FY08 TTF \$4 and \$1 budget requests for technology equipment and services. | N/A  | Approved.  |
| 13. | EMERGENCY MEDICAL REQUESTS | SHERIFFS/<br>REGIONAL JAILS                    | Staff presents emergency medical requests for reimbursement.  | \$100,204.43<br>(Recommended<br>for approval<br>\$49,147.22) | Compensation Board approved staff recommendations.   |

| Facility Name                        | Inmate Name      | Date(s) of medical services                | State Responsible | Bonus Start Date (date inmate became state responsible) | Amount Requested | Amount Recommended for Approval | Compensation Board Staff Recommended Action Approve/Do not approve   |
|--------------------------------------|------------------|--|-------------------|---|------------------|---------------------------------|--|
| Chesterfield County Sheriff's Office | Michael Plaskett | 04/10/06 – 05/24/06                        | Yes               | 07/04/06  | 4047.24          | 0                               | Do not approve – not state responsible during time expenses were incurred.   |
| Henrico County Sheriff's Office      | Michael Eberwien | 02/21/07 – 03/03/07                        | Yes               | 06/12/07  | 30330.00         | 0                               | Do not approve – not state responsible during time expenses were incurred.   |
| Henrico County Sheriff's Office      | Robert Wright    | 01/28/07 – 01/31/07                        | No                | N/A   | 6300.00          | 0                               | Do not approve – not state responsible.  |
| Henrico County Sheriff's Office      | Monique Johnson  | 11/15/06 – 11/16/06<br>01/09/07 – 01/13/07 | Yes               | 05/08/07  | 7352.19          | 0                               | Do not approve – not state responsible during time expenses were incurred.   |
| Henrico County Sheriff's Office      | Ketti Turner     | 03/02/07 – 03/03/07                        | Yes               | 05/14/07  | 2706.28          | 0                               | Do not approve – not state responsible during time expenses were incurred.   |
| Henrico County Sheriff's Office      | William Teets    | 03/06/07 – 03/09/07                        | Yes               | 01/16/07  | 9066.00          | 9066.00                         | Approve.   |
| Botetourt County Jail                | Joseph Irvin     | 06/27/07 – 07/03/07                        | Yes               | 05/02/07  | 29886.03         | 29769.03                        | Approve with the exception of \$117.00 in dental expenses. Although inmate was state responsible, as a matter of course expenses for dental services are not reimbursable from the "emergency" medical fund. |
| Riverside Regional Jail              | Roy Smith        | 05/03/07                                   | Yes               | 04/10/07  | 227.45           | 227.45                          | Approve.   |
| Riverside Regional Jail              | Ira Nettles      | 08/01/07 – 08/03/07                        | Yes               | 05/09/07  | 3528.45          | 3528.45                         | Approve.   |
| Riverside Regional Jail              | Jaron Parson     | 01/31/07                                   | Yes               | 02/12/07  | 204.50           | 0                               | Do not approve – not state responsible during time expenses were incurred.   |
| Riverside Regional Jail              | Jasper Harris    | 04/19/07                                   | Yes               | 04/08/07  | 343.53           | 343.53                          | Approve.   |
| Richmond City Sheriff's Office       | Terrell Mayo     | 08/23/07 – 08/24/07                        | Yes               | 06/25/07  | 100.82           | 100.82                          | Approve.   |
| Richmond City Sheriff's Office       | Norman Forbes    | 05/19/07 – 05/21/07                        | Yes               | 11/22/06  | 4967.87          | 4967.87                         | Approve.   |

|                                |                |                     |     |          |           |          |          |
|--------------------------------|----------------|---------------------|-----|----------|-----------|----------|----------|
| Richmond City Sheriff's Office | Leander Martin | 06/09/07 – 06/27/07 | Yes | 12/20/06 | 1144.07   | 1144.07  | Approve. |
| TOTALS                         |                |                     |     |          | 100204.43 | 49147.22 |          |

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #08/05  
November 14, 2007**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

|                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Frank Drew, Chairman        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Walter J. Kucharski, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Janie E. Bowen, Member      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**AND**

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed.** (\_\_\_\_\_ seconded the motion.)

|                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Frank Drew, Chairman        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Walter J. Kucharski, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Janie E. Bowen, Member      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**



# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #08/05

### November 14, 2007

EMPLOYEE RECOGNITION  
NONE.

#### 307-08-05: SHERIFFS & REGIONAL JAILS

##### NEW BUSINESS:

| <u>LOCALITY</u>                | <u>OFFICER</u>  | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|--------------------------------|---|---|-------------------|--|
| VIRGINIA SHERIFFS' ASSOCIATION | VIRGINIA SHERIFFS' ASSOCIATION STAFFING STANDARDS COMMITTEE | <p>The Virginia Sheriffs' Association Staffing Standards Committee presents for consideration interim revisions to the staffing standard for court services deputy positions. The current staffing standard for court services deputies is based upon the number of court days (for court security) and the number of papers served (for process service), and uses one year's data for the workload calculation. The Staffing Standards Committee requests the standard for process service be changed from papers served to papers received (to be served) as a means of equalizing workload across all offices. Currently, the definition of papers served does not account for what could be multiple attempts to serve a paper, and does not account for papers for which service is attempted numerous times but not successful. By quantifying papers received for service, all office workload would be counted equitably across offices without regard to attempts or success of service.</p> <p>The Staffing Standards Committee also recommends changing the use of one year's data for the workload calculation to the use of a three year average, to assist in moderating any unusual fluctuations in process service data. While the data is being collected under the changed definition of "papers received" versus "papers served", and in utilizing a three-year average of papers received data, the Committee requests a moratorium on the reallocation of court services deputy positions until three-years worth of data is available.</p> <p>The Staffing Standards Committee notes that it still wishes to pursue a continued review of all staffing standards for Sheriffs' offices, and anticipates presenting a more comprehensive recommendation in the coming year.</p> | -0-               | <p>Board deferred action on any changes to the staffing standards until the Virginia Sheriffs' Association Staffing Standards Committee provides their full proposal, and asks that such proposal be presented for consideration at or before the August 2008 Board meeting.</p> <p>Board approved a moratorium on the reallocation of court services (CS) positions in accordance with the position reallocation policy through FY08 (June 30, 2008).</p> |

717-08-05: DIRECTORS OF FINANCE  
NONE.

## 771-08-05: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>                 | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|--------------------------------|---|-------------------|--|
| ROANOKE COUNTY  | COMMISSIONER OF THE<br>REVENUE | 11-07-07 Officer requests exception to 90-day vacancy policy to hire for position 00013, @ \$19,001, vacated on 10-05-07. | \$4,750           | The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan. |

772-08-05: COMMONWEALTH'S ATTORNEYS  
NONE.

## 773-08-05: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|---------------------|--|-------------------|---|
| RICHMOND CITY   | CIRCUIT COURT CLERK | 11-06-07 Officer requests removal of a line item from their TTF \$4 Services Budget - \$170,000 for Case Imaging (SCV, vendor) – because the line item is a Purpose Code F request (for areas of the court not related to land records) and the Clerk has not certified to currently providing secure remote access to land records. | (\$170,000)       | Approved. The \$170,000 will be returned to the Clerk's \$4 available balance and may be requested mid-year for a land records' purchase or, if the Clerks certifies to currently providing SRA to land records, for areas of the court not related to land records.  |
| RUSSELL COUNTY  | CIRCUIT COURT CLERK | 11-07-07 Officer requests to transfer Temporary Funds into Permanent Salaries to fund Internal Salary Adjustments for 4 positions. The salaries requested are within 10% of the current salaries.  | -0-               | The Compensation Board approved a transfer of \$1,431 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years. |

| FIPS | OFFICE | LOCALITY       | REQUEST DATE | FROM POSITION | TO CATEGORY        | AMOUNT AVAILABLE | AMOUNT REQUESTED | PRORATED AMOUNT |
|------|--------|----------------|--------------|---------------|--------------------|------------------|------------------|-----------------|
| 165  | 773    | Russell County | 10/25/07     | Temporary     | Permanent Salaries | \$1,431.00       | \$1,431.00       | \$1,073.25      |
|      |        | <b>TOTALS</b>  |              |               |                    |                  | <b>1,431.00</b>  | <b>1,073.25</b> |

|  |                      |  |     |   |
|--|----------------------|--|-----|---|
| BUCHANAN COUNTY<br>GILES COUNTY<br>PETERSBURG CITY<br>POWHATAN COUNTY<br>SALEM CITY<br>SMYTH COUNTY<br>WASHINGTON COUNTY | CIRCUIT COURT CLERKS | <p>Compensation Board staff received from the Auditor of Public Accounts late last week the Statewide Report on Virginia Circuit Courts Audits for the period July 1, 2006 through June 30, 2007, dated October 29, 2007. Based upon language in the 2007 Virginia Acts of Assembly, Chapter 847, Item 64, Paragraph I, a preliminary review of the Report by staff indicates that three Clerks, in the Counties of Giles, Powhatan, and Smyth, had repeated internal control audit findings and may be ineligible to receive the December 1, 2007 salary increase of 4%. Staff recommends that a more thorough review of the audit reports and findings be conducted to determine appropriate action in accordance with Chapter 847 and that staff report back with its recommendations regarding eligibility of these three Clerks to receive the December 1, 2007 salary increase at the December 19 meeting.</p> <p>Staff notes that the other four Clerks with repeated internal control findings identified in the Report remain eligible for the December 1, 2007 salary increase for the following reasons: Buchanan and Washington Counties – the Clerk being audited is no longer in office, and their successors have not yet been audited; Cities of Petersburg and Salem – these Clerks have not had an audit report issued since the Compensation Board took action in March, 2007 to note corrective actions taken and restore the previous pay increase.</p> | N/A | The Compensation Board concurs and notes that a decision regarding the eligibility of the Clerks in Giles, Powhatan and Smyth Counties to receive a 4% salary increase effective December 1, 2007 is deferred until the December 19 <sup>th</sup> meeting, pending additional review and recommendation by staff. |
|--|----------------------|--|-----|---|

## 774-08-05: TREASURERS NONE.

## OTHER MATTERS

### NEW BUSINESS:

| <u>LOCALITY</u>                           | <u>OFFICER</u>       | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|----------------------|---|-------------------|----------------------------------|
| FY08 TECHNOLOGY TRUST<br>FUND COLLECTIONS | CIRCUIT COURT CLERKS | <p>Collections:<br/>FY08 year-to-date collections total \$3,257,975.44, which is a 14.62% decrease compared to the same period in FY07.</p> <p>Expenditures:</p> <ol style="list-style-type: none"><li>1. Based on current collections, FY08 TTF collections would be approximately \$9.8 million, a decrease of 10.76% over FY07 collections.</li><li>2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY08, collections for FY08 would be \$9.1 million, a decrease of 16.71% over FY07 collections.</li><li>3. The 2008 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY08 projected collections of \$9,857,396 and estimated collections of \$9,009,037 for FY09-14.</li></ol> <p>Expenditures:<br/>FY08 YTD expenditures through November 7, 2007, which represents the reimbursement for July through September, total \$798,719.60 which is 5.65% of budgeted funding.</p> | N/A               | Noted.                           |

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: November 14, 2007  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Frank Drew, Chairman (present)  
Walter J. Kucharski, ExOfficio Member (present)  
Janie E. Bowen, ExOfficio Member (present)